

NUCLEAR UTILITY YEAR 2000 READINESS

Appendix B

INVENTORY INSTRUCTIONS

Y2K - Device Survey

Site:

Completed by:

Date:

This survey is intended to identify any device/equipment that may have YEAR 2000 implications.

Information needed to complete this form:

- 1) Device/Equipment # - Device name or equipment number.
- 2) Device location - where is the device located.
- 3) Primary System/User Group - who owns/maintains the device.
- 4) Number Used - Total number of devices on-site.
- 5) Functional Description - Brief business description of the devices function.
- 6) Business Criticality:
 - 5 - The date implications impact personnel safety, safety systems, or lost generation.
 - 4 - The date implications impact systems important to safety or regulatory commitments .
 - 3 - The date implications could cause substantial financial impact.
 - 2 - The date implications could cause some financial impact, but work arounds exist.
 - 1 - The date implications can cause minor financial impact, but are not a priority.

Please choose one of the above.

7) External Agent/Vendor - Name of Company/Contact
(External Agent - Information exchanged outside of Company)

8) Vendor Address

- 9) Y2K Impact:
- 5- Dates are used to determine calculation outputs.
 - 3- Dates are only used in printed output; no calc impact.
 - 1- No impact

Please choose one of the above.

10) Planned Retirement: Is device planned for replacement if so when will replacement be complete. If replacement is not planned enter NO.

11) Comments

Y2K - Application Survey

Site:

Completed by:

Date:

This survey is intended to identify any application software that may have YEAR 2000 implications.

Information needed to complete this form:

- 1) Application - The name the application is commonly called.
- 2) Functional Description - Brief business description of the application function.
- 3) Business Sponsor: Who is the primary business sponsor for this application. ex: BEST, group, individual.
- 4) User(s) Group: What groups use this application.
- 5) Supported by: LIT(L), Individual(I), Vendor (V)
- 6) Business Criticality:
 - 5 - The date implications impact personnel safety, safety systems, or lost generation.
 - 4 - The date implications impact systems important to safety or regulatory commitments.
 - 3 - The date implications could cause substantial financial impact.
 - 2 - The date implications could cause some financial impact, but work arounds exist.
 - 1 - The date implications can cause minor financial impact, but are not a priority.

Please choose one of the above.

7) Targeted for Replacement/YR: Is device planned for replacement, if so when will replacement be complete. If replacement is not planned enter NO.

- 8) Y2K Impact, if known:
- 5- Dates are used to determine calculation outputs.
 - 3- Dates are only used in printed output; no calc impact.
 - 1- No impact

Please choose one of the above.

9) External Agent/Vendor - Name of Company/Contact
(External Agent - Information exchanged outside of Company)

10) Vendor Address

12) Development Tools: Tools used to develop application. (ex.
Tool/Database/Operating System: VB/Sybase, EXCEL, WIN95, DOS, etc)

13) Comments: